

| REPORTS INVENTORY | | | | | | CONTROL NO. | |
|---|-------------|---|------------------|---|---|--|--------------------------------|
| PREPARE IN DUPLICATE | | | | | | | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) | | | | | | 2. TYPE OF REPORT | |
| Encumbrances | | | | | | <input checked="" type="checkbox"/> STATISTICAL | |
| | | | | | | <input type="checkbox"/> NARRATIVE | |
| | | | | | | <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL | | TRAINING | | ADMIN. GENERAL | |
| | | LOGISTICS | | SECURITY | | OTHER (specify) | |
| | | MEDICAL | | <input checked="" type="checkbox"/> FINANCE | | | |
| 4. NO. OF COPIES PREPARED | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | | | | 6. DISTRIBUTION (No. of components not number of copies) | |
| 3 | | Monthly | | | | 2 | |
| 7. FORMAT (memorandum, form computer print-out, etc) | | 8. ADP PROCESSING | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT | | |
| Statistical | | <input type="checkbox"/> YES | | | IF YES GIVE ADP PROCESSING NO. | | |
| | | <input type="checkbox"/> NO | | | | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | |
| SPS/B&F | | | | STAT | | | |
| 12. COST FACTORS | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> | HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> | TIMES PREPARED = COST PER YEAR |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | |
| | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$ 50.00 | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. | | | | | | | |
| Provides a summary of dollars set aside to purchase supplies and equipment. | | | | | | | |
| 14. FUTURE GOALS | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | | ESTIMATED SAVINGS | |
| <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) | | | | | | MAN-HOURS | |
| <input type="checkbox"/> CHANGE | | | | | | DOLLARS | |
| <input type="checkbox"/> DISCONTINUE | | | | | | -0- | |
| 16. DATE OF INVENTORY | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | | | | 18. EXTENSION | |
| 20 Oct 1970 | | SPS/B&F | | | | | |